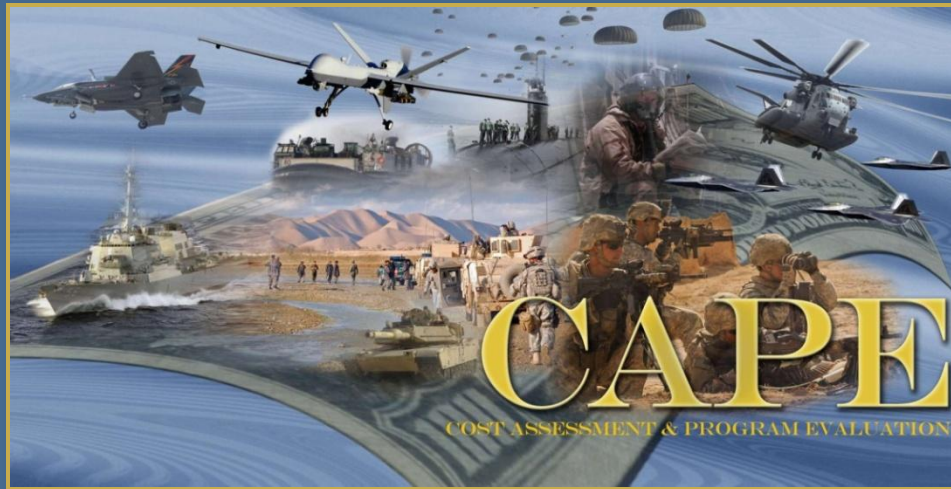


DCARC Defense Cost & Resource Center

CSDR-Submit & Review

Lead Reviewer Guide

1/20/2013



OSD CAPE/DCARC

- UNCLASSIFIED

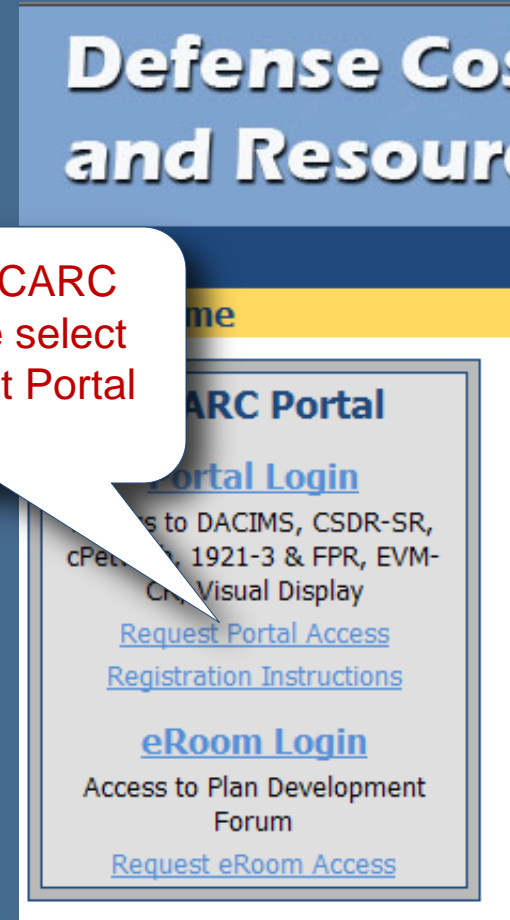


Requesting a DCARC Portal Account

OSD CAPE/DCARC

- Go to the DCARC Public website at <http://dcarc.cape.osd.mil>
- Click the Portal Login button.
- If you already have an account for the EVM-CR, you will not need to request a new account. Simply email DCARCSupport@tecolote.com and request the CSDR-SR Reviewer role be added to your account.

From the DCARC Home page select the Request Portal Access link





Requesting a DCARC Portal Account

OSD CAPE/DCARC

- Select the Register here link.
- Create a username and password and fill out the user profile.
- Request the CSDR_SR Reviewer role.

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it needs to be stamped top and
bottom with the appropriate
classification.

Login

Welcome to DCARC

Login

Username:

Password:

Login

Not already registered? [Register here.](#)

Forgot your password? [Click here.](#)

Click here to begin



Logging in to the CSDR-SR

OSD CAPE/DCARC

- After logging in, select the CSDR-SR link to enter the website.

Knowledge Portal Home

Select the CSDR-SR link

DCARC Applications

- [cPet Web](#) - CSDR Planning and Execution Tool
- [CSDR-SR](#) - Submit & Review of 1921, 1921-1, 1921-2, 2630-1, 2630-2, 2630-3, CCDR, SRDR, & CWBS
- [1921-3 & FPR](#) - Submit & Review of 1921-3 & FPR
- [DACIMS](#) - CSDR & FPR Library
- [EVM](#) - Submit & Review of CPR, CFSR, & IMS
- [EVM Web Service Administration](#)
- [Visual Display](#) - Program Reports Analysis
- [Help Desk](#)

Account Actions

- [Change your password](#)
- [Update your profile](#)
- [Request application roles](#)
- [Request a new contract be added to the portal](#)
- [Transfer file\(s\) to the DCARC Help Desk](#)

This system handles UNCLASSIFIED cost data



Review Submissions

OSD CAPE/DCARC

- Click the Review Submissions tab to access submissions awaiting your review and view your assigned contracts.

DCARC Home | Contact Us | Review Submissions

Submission Review Home

[Submissions](#) | [Contracts](#) | [Submission History](#) | [Summary Report](#)



Review Submissions

OSD CAPE/DCARC

- The Submissions tab shows all submissions on your assigned contracts that are awaiting review.
- Click the Submission ID number to access the submission.

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DCARC

CSDR Submit - Review

Submit & Review of 1921, 1921-1, 1921-2, 2630-1, 2630-2, 2630-3, CCDR, SRDR & CWBS

Username: _____

DCARC Home | Contact | Home | Review Submissions

Submission Review Home

[Submissions](#) | [Contracts](#) | [Submission History](#) | [Summary Report](#)

Submissions awaiting review are shown here

Click the Submission ID number to drill into the submission

Submission ID	Contract Number	Plan Number	Task	Submission Event	Program Name	As Of Date	Submitter Name	Submitted Date	Role
1575	XYZ-09-C-1234	D-09-Z-C1	Lot 3	Final Lot 3 Report	Example	12/31/2010	Peter Hippchen	12/1/2010	Program Office Lead Reviewer



Submission Detail

OSD CAPE/DCARC

- After clicking the Submission ID number you will be brought to the submission detail screen.

Submission Detail

[Back](#)

Prog: Example	Ctr#: XYZ-09-C-1234
Ctr: DCARC Corporation	Sub:
Event: Final Lot 3 Report	

[Contract](#)
[Submission](#)
[Files](#)
[Validation](#)
[Reviewers](#)

Submission Information

Submission ID: 1575 **Submission Event:** [Final Lot 3 Report](#) **Expected As Of Date:** 4/30/2012 **Expected Submission Date:** 6/30/2012
Historical PM: DoD **As Of Date:** 12/31/2010 **Submission Date:** 12/1/2010
Stage: Reviewing **Status:** Pending **Status Set By:** Peter Hippchen **Status Set Date:** 12/1/2010
Submitter Name: [Peter Hippchen](#) **Submitter Comment:** Upload Test

Point of Contact Information

Name: Peter Hippchen **Phone:** 703-414-3290
Fax: **Email:** phippchen@tecolote.com

[Edit POC Information](#)



Submission Detail

OSD CAPE/DCARC



- Click the Files tab to view files uploaded with this submission.
- For cost report submissions select the Validation tab to review validation results from the cPet automated tool.

Submission Detail

Example
XYZ-09-C-1234
Initial Lot 3 Report - 10

[Contract](#) [Submission](#) **Files** [Validation](#) [Reviewers](#)

Submission Files

	File Name	File Type	File Comment
	1921 LRIP 3 Initial.xls	1921	
	1921-1 LRIP 3 Initial.xls	1921-1	



Submission Detail

OSD CAPE/DCARC

- The Working Files table at the bottom will show files from any previous validations run by the Submitter.
- Select the Validate button to run or re-run Validation on the select cost report files.

Submission Detail

Example
XYZ-09-C-1234
Initial Lot 3 Report - 10

Contract

Submission

Files

Validation

Reviewers

Select Validation Options

1921

1921-1

Contract Plan Number

Submission Event

Submission Event Number: 2

Submission Event Name: Initial Lot 3 Report

Assigned Plan Number: [D-09-Z-C1](#)

Working Files

	File Name	File Type	Created Date
	1921 LRIP 3 Initial.1921.xml	1921 Converted XML	6/16/2009 5:11:58 PM
	XLStoXMLResults_1921 LRIP 3 Initial.xls	XML Conversion Results	6/16/2009 5:11:58 PM
	1921-1 LRIP 3 Initial.1921_1.xml	1921-1 Converted XML	6/16/2009 5:12:02 PM
	XLStoXMLResults_1921-1 LRIP 3 Initial.xls	XML Conversion Results	6/16/2009 5:12:02 PM
	XMLValidationResults_1921 LRIP 3 Initial.1921.xls	Validation Results	6/16/2009 5:12:05 PM



Submission Detail

OSD CAPE/DCARC

- Change the status to Accepted if you approve the submission or Rejected if a resubmission should be required.
- If the comments box is too small you can attach a file with comments by selecting the + icon.
- Remember to hit the Save button when you are finished.

Contract	Submission	Files	Validation	Reviewers		
You have 29 days left to complete your review of the submission						
Program Office Reviewers						
Reviewer	Organization	Role	Status	Status Date	Comment	
Mr. Lead Reviewer	DCARC	Program Office Lead Reviewer	Pending Pending Accepted Rejected			Save
Reviewer Files						
There are no reviewer files uploaded for this submission.						
+						



Review Submissions

OSD CAPE/DCARC

- Click the Contracts tab to view all of your assigned contracts.
- Click on the Contract number to access the Contract Detail.
- If no contracts are listed here, please email DCARCSupport@Tecolote.com with your contract number.



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CSDR Submit - Review

Username: MrReviewer R
 DCARC Home | Contact Us | CSDR S-R | Submissions

Submission Review Home

Submissions
 Contracts
 Submission History
 Summary Report

Prime Contract Number	Plan Numbers	Program Name	PM	Contractor	Contractor Division	Role
XYZ-09-C-1234	D-09-Z-C1, a-01-z-c1	Example	DoD	Prime: DCARC Corporation Sub:	Prime: N/A Sub:	Program Office Lead Reviewer

Click here to view your assigned contracts



Viewing Plans

OSD CAFE/DCARC

Contract Detail

Prog: Example	Ctr#: N0000-00-N-0000
Ctr: TBD	Sub:

Click Contract Task/Plans

[Contract Summary](#) [Reviewers & Submitters](#) **Contract Tasks/Plans** [Submission Events](#) [Received Submissions](#)

Contract Tasks/Plans

	Contract Task	Plan Number	Phase	Model	Effort	Contract Plans	
	Jens Test	N000000-02	OTHER			View	X

- Click the Contract Tasks/Plans tab to view all plans on this record.
- To view plan choose the View link.